



**Classroom
Tested**

MASTERING
CAPITALIZATION

STEP - BY - STEP

- Third Grade Through Adult Levels
- Regular and Special Education
- Writing Practice Activities
- Self-Paced or Group Instruction
- Reusable and Reproducible

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Duplication of this book on a scale larger than the individual classroom is permitted only with the publisher's written approval.

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INTRODUCTION

Mastering Capitalization:

Mastering Capitalization is an instructional workbook that provides a unique, consistent, easy-to-follow format for studying capitalization and offers in-depth practice through a variety of structured activities.

Instructional Levels:

Mastering Capitalization is used in third grade through adult classrooms. Most of the vocabulary is on a third grade level, and the content is appropriate for middle school through adult levels.

Using the Program:

Mastering Capitalization is ideal for individualized instruction and group instruction. For individualized instruction, the quiz at the end of each lesson is used for placement. The progress chart can be duplicated to monitor student progress and used as an overview of capitalization concepts presented in the program. The *Mastering Capitalization* workbook is reproducible for individual classroom use. When writing the sentences, students can underline the words shown in italics.

Special Feature:

An important feature of *Mastering Capitalization* is that students write many of the skill practice activities. Research has shown a strong connection between writing and memory.

Capitalization Progress Chart, Part 1

Name: _____

Lesson 1

- The first word of a sentence begins with a capital letter.
- The word I is always a capital letter.
- The names of people begin with capital letters.
- The names of pets begin with capital letters.

Lesson 2

- The days of the week begin with capital letters.
- The months of the year begin with capital letters.
- The names of holidays and important days begin with capital letters.

Lesson 3

- The names of cities and towns begin with capital letters.
- The names of streets and avenues begin with capital letters.
- The names of states begin with capital letters.
- The names of countries begin with capital letters.

Lesson 4

- Family titles begin with capital letters.
- Titles before names begin with capital letters.
- Initials of people's names begin with capital letters.
- The names of clubs, teams and organizations begin with capital letters.

Capitalization Progress Chart, Part 2

Name: _____

Lesson 5

- The names of schools begin with capital letters.
- The names of parks and structures begin with capital letters.
- The first word of a letter greeting begins with a capital letter.
- The first word of a letter closing begins with a capital letter.

Lesson 6

- The names of newspapers and magazines begin with capital letters.
- The names of radio programs, television programs, and motion pictures begin with capital letters.
- First words and important words in song and poem titles begin with capital letters.
- First words and important words in story and report titles begin with capital letters.

Lesson 7

- First words and important words in book titles begin with capital letters.
- Brand names begin with capital letters.
- The first word in a quoted sentence begins with a capital letter.
- Abbreviations begin with capital letters.

:

Lesson 8

- The names of continents begin with capital letters.
- The names of regions begin with capital letters.
- The names of bodies of water begin with capital letters.
- The names of mountains, volcanoes, islands, deserts, and caves begin with capital letters.

LESSON 1

RULE 1

The **first word** of a sentence begins with a capital letter.

EXAMPLE: The train left on time.

RULE 2

The word **I** is always a capital letter.

EXAMPLE: Maria and I will help you.

-Correct the mistakes. -Write each sentence again. -Write the rule number.

1. ~~we~~ jogged in the park early this morning.

We jogged in the park early this morning. Rule 1

2. Will i have time to shop at the mall?

3. please answer the telephone for me.

4. here is a picture is my brother and sister.

5. Tina and i are good friends.

Write your own sentence for each rule.

Rule 1

Rule 2

LESSON 1

RULE 3

The **names** of **people** begin with capital letters.

EXAMPLE: Calvin Rosa Karen Harold
Jesse Cruz Nancy Chan

RULE 4

The **names** of **pets** begin with capital letters.

EXAMPLE: Lassie Spot Princess Shadow

-Correct the mistakes. -Write each sentence again. -Write the rule number.

1. My dog, prince, is six years old.

2. I know joe Montana, the football player.

3. Have you seen oprah winfrey on television?

4. Let's eat lunch with jane and ana.

5. Did you see flipper in a movie?

Write your own sentence for each rule.

Rule 3

Rule 4

LESSON 1, RULE REVIEW

RULE 1

The first word of a sentence begins with a capital letter.

RULE 2

The word I is always a capital letter.

RULE 3

The names of people begin with capital letters.

RULE 4

The names of pets begin with capital letters.

Look at each underlined word. Write the number for the rule.

1. 2 Lisa and I passed the math test.
2. ___ Where is Michael Jordan these days?
3. ___ What time does your plane leave?
4. ___ Yes, Troy Aikman played football.
5. ___ She asked if I lived in the country.
6. ___ Tell Rover to stop barking.
7. ___ Our television stopped working again.
8. ___ She couldn't find her dog, Fido.

LESSON 1 REVIEW

- If a sentence has mistakes, correct them, and write the sentence again.
- If there are no mistakes, write C for correct.

1. Gina and I like to study together.

C

2. Did you feed fluffy this morning?

Did you feed **Fluffy** this morning?

3. Luis named his dog, sport, and his cat, chip.

4. After school, i walked to town.

5. The book is about hank aaron, a baseball player.

6. Ray, Eva, and Roberto joined the club.

7. Daniel planned a surprise party for sarah.

8. Lin watched the bird fly away.

LESSON 1, WRITING ACTIVITY

1. Write your first and last name.

2. Write your middle name and middle initial.

3. Write the names of your family members.

4. Write your teacher's name.

5. Write the names of three classmates.

6. Write a sentence using the word l.

7. Write the name of your pet or a friend's pet.

8. Write the name of a famous animal that has been in a movie.

LESSON 1 QUIZ

PART 1

-Draw a line through the words that need capital letters. -Write the words correctly.

Kim Lee

1. ~~kim~~ and ~~lee~~ waited two hours for the parade to begin.
2. Yesterday, carol and tony won the spelling bee.
3. susan and i shopped in the new shoe store.
4. erin will build a doghouse for king.
5. jesse sailed ralph's boat around the lake.
6. Our cat, puff, is missing again.
7. May i help you carry that load john?
8. Is angela jones your new neighbor?
9. if I have time, I'll meet mary for dinner.
10. driving a car takes skill, benjamin.

PART 2

1. Write a sentence of your own.

2. Write your own sentence that uses the word **I**.

3. Write your own sentence that includes the names of some people.

4. Write your own sentence that includes the names of some pets.

SCORE _____

LESSON 2

RULE 1

The days of the week begin with capital letters.

EXAMPLE: Sunday Monday Tuesday Wednesday
Thursday Friday Saturday

RULE 2

The months of the year begin with capital letters.

EXAMPLE: January February March April
May June

-Correct the mistakes. -Write each sentence again. -Write the rule number.

1. Is New Year's Day always on january 1?

2. She doesn't work on saturday and sunday.

3. Does april have 30 or 31 days?

4. Whose birthday comes on february 22?

5. Next friday, our summer vacation begins.

-Write your own sentence for each rule.

Rule 1

Rule 2

LESSON 2

RULE 2

The **months of the year** begin with capital letters.

EXAMPLE: July August September October
November December

(The seasons do not begin with capital letters: summer, winter, spring, fall)

RULE 3

The **names of holidays** and **important days** begin with capital letters.

EXAMPLE: Christmas Hanukkah Kwanzaa
Mother's Day Cinco de Mayo

-Correct the mistakes. -Write each sentence again. -Write the rule number.

1. March, may, and july are months with 31 days

2. We gave flowers to her for mother's day.

3. Is memorial day on May 29 this spring?

4. Come to the party on halloween, October 31.

5. On labor day, last summer, we camped in the mountains.

-Write your own sentence for each rule.

Rule 3

Rule 4

LESSON 2 RULE REVIEW

RULE 1

The days of the week begin with capital letters.

RULE 2

The months of the year begin with capital letters.

RULE 3

The names of holidays and important days begin with capital letters.

-Look at each underlined word. -Write the number for the rule.

1. 1 The art show begins on Tuesday.
2. We bought a flag for the Fourth of July.
3. Every four years, February has 29 days.
4. They stay at the ranch until August.
5. Some schools begin after Labor Day.
6. My birthday comes on Saturday this year.
7. This year, summer school begins on July 6.
8. Our family spends New Year's Eve at home.

LESSON 2 REVIEW

- If a sentence has mistakes, correct them, and write the sentence again.
- If there are no mistakes, write C for correct.

1. Many people share gifts on Christmas.

C

2. In America, independence day comes on July 4.

3. Is Halloween a holiday in autumn?

4. During april, he works on mondays and fridays.

5. Does mother's day fall on sunday every year?

6. Are July and August summer months?

7. In Aspen, skiing is good from december through march.

8. Lincoln's Birthday and Washington's birthday are in february.
